

FUNCTION BOOKING FORM

Please complete the form in **BLOCK CAPITAL** letters

BOOKING DETAILS:

Function Day & Date:	Time:
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FUNCTION TYPE (Tick as appropriate)

Akhand Paath

 Sukhmani Sahib Paath

 Sehaj Paath

 Tick if at Home

Kirtan Jatha ONLY (Please note GPC to Organise stage & Paath Sewa):

GPC to Organise

 Family to Organise

Function Hall (Tick as appropriate)

Hall No 1

 Hall No 2

 Hall No 3

OCCASION (Please specify): No of Guests:

GURDWARA SAHIB FACILITIES BOOKING SEWA

Function Type <small>Please tick ONE box only that meets your requirements</small>	Function AT Gurdwara Sahib <small>Langar to be Organised & Provided by:</small>		Function AT Home
	<small>Gurdwara Sahib</small>	<small>Family</small>	
Akhand Paath	£2600 *	£700 *	£400
Sukhmani Sahib Paath	<small>For Langar, please consult Kitchen Sewadar</small>	£325 *	£150
Sehaj Paath		£450 *	£350

*** INCLUDE REFUNDABLE DEPOSIT £100 SUBJECT TO SATISFACTORY CLEANING OF FACILITIES INCLUDING KITCHEN & UTENSILS**

FOR PRIVATE FUNCTION CELEBRATIONS (Tick as appropriate)

Basement Hall No 4

 SCSCC Hall No 1

 SEWA £100 PER HOUR

(Maximum capacity 300) (Maximum capacity 400)

To organise Langar, please contact Kitchen Sewadars on 01926 424297 or outside caterers

PAYMENT DETAILS : 50 % DEPOSIT REQUIRED AT THE TIME OF BOOKING

DEPOSIT	£	Date:	Receipt No:	Book No:
FULL PAYMENT	£	Date:	Receipt No:	Book No:

YOUR RESPONSIBILITIES

- 1 You are required to assist the Kitchen Committee seawares in preparing and serving Langar
- 2 At least one member of the family must be present in the Diwan Hall for the duration of Akhand Paath Sahib (Day & Night)
- 3 For all other Paath reading please ensure your family member(s) are present in the Diwan Hall not only to listen but also do Parshad seva.

TERMS AND CONDITIONS

- 1 Please do not throw confetti or such things inside gurdwara sahib premises
- 2 All members of the party must refrain from disrespectful behaviour on Gurdwara Sahib premises
- 3 Booking will not be confirmed until full payment is made
- 4 Cancellation must be in writing to the booking secretary at least 30 days prior to the booked event. Failure to do so will forfeit your deposit. Except in exceptional circumstances for cancellation may be considered by the GPC.
An administration charge of £100 applies to ALL cancellations.
- 5 Gurdwara Sahib premises and stage not to be used for political or promotion of organisations
- 6 Data submitted in form will be stored and processed for the purposes of the Gurdwara Sahib and will not be used for any other purpose.

PLEASE ENSURE ALL INFORMATION IS CORRECT BEFORE SIGNING. AMENDMENTS MUST ONLY BE MADE ON THIS FORM WITH COUNTER SIGNATURES OF BOTH PARTIES. CANCELLATIONS MUST BE RECEIVED IN PERSON FROM THE BOOKING PARTY AND IN WRITING AT LEAST 30 DAYS PRIOR TO THE FUNCTION.

BOOKING PARTY DETAILS

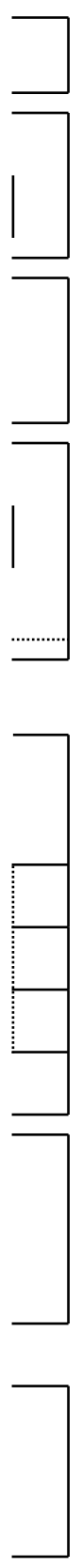
Print Full Name:	
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Signature:	
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Address:	
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Postcode:	Telephone:
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Date:	
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BOOKING OFFICER: Name	Signature:	Date:
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CANCELLATION

CANCELLED BY: Name	Signature:	Date:
.....		
BOOKING OFFICER: Name	Signature:	Date:
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Gurdwara Sahib Leamington & Warwick, Tachbrook Park Drive, Warwick CV34 6RH
Telephone: 01926 424297 email: booking@gurdwara-leamingtonandwarwick.co.uk



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